

Guide for Completing the Indiana's RTI Inventory & Needs Assessment

Purpose of Indiana's RTI Inventory & Needs Assessment:

The purpose of this document is to support a district/school leadership team in utilizing Indiana's RTI Inventory & Needs Assessment for prioritizing needs for improving student achievement. This assessment addresses issues encompassed in disproportionality, PL 221, and No Child Left Behind by providing a strategy to bring all considerations together. The facilitator's guide is designed for an individual to lead his/her leadership team through the inventory and needs assessment process. The end result should be a list of priorities for the leadership team to consider for any needed professional development, implementation, monitoring, and maintenance of the six components of highly effective schools (leadership; cultural responsiveness; family, school and community partnerships; evidence-based curriculum, instruction, intervention and extension; assessment and progress monitoring; and data-based decision making). Districts/schools can monitor their progress using Indiana's RTI Inventory & Needs Assessment by reviewing and updating it two to three times a year.

Before the Meeting

The facilitator and administrator should:

1. Review and become familiar with each of the six components on the Response to Intervention guidance website.
2. Determine the best membership for the Response to Intervention leadership team. Consider the components and invite members with expertise in the six areas. Members should include administrators, reading/math/behavior specialists, student services personnel, general and special educators, parent representatives, and community representatives. The team should reflect the diversity of the schools and the community.
3. Give copies of Indiana's RTI Inventory & Needs Assessment and a meeting agenda to the Response to Intervention leadership team.
4. Share purpose of the inventory and needs assessment to staff and team.
5. Determine length of work session(s) and date of session(s) with the leadership team.
6. Determine how information will be captured (charts, computer template, stickewall, etc.)

During the Meeting to Complete the Inventory & Needs Assessment:

The facilitator should lead the leadership team to:

1. Establish roles of team members (recorder, timer, facilitator, room set up and materials person, etc).
2. Set the expectations for the meeting of the facilitator and the team.
3. Get the big picture of the needs assessment (discuss 6 components with team).
4. Rate each of the six components on Indiana's RTI Inventory and Needs Assessment. For instance, each component has numbered indicators listed. For the indicators, ask the team how they would rate their progress:
 - a. Not started- The activity occurs less than 25% of the time

- b. In progress- The activity occurs approximately 25%-74% of the time
 - c. Achieved- The activity occurs approximately 75% to 100% of the time
 - d. Maintaining- The activity was rated as achieved last time and continues to occur approximately 75% to 100% of the time
- 5. List evidence for the rating the team picked. Be sure the evidence is appropriate and complete (e.g., see mock inventory & needs assessment). If there is no evidence, this is a clear sign that data need to be collected and the rating of “not started” may be most appropriate.
- 6. Keep in mind that this process is a work in progress, and it is expected that team members will have several areas that need additional evidence before they reach ratings of “achieved” or “maintaining.”
- 7. Set priorities after all the indicators have been evidenced and rated. Team can utilize the “priorities” column to number or mark the indicators and components in which they would like to focus. Some questions to guide setting the priorities include:
 - a. What information is jumping out at you?
 - b. Where do you feel confident? Pleased? Or Proud?
 - c. Where are your initial concerns? Which data worry you? What questions are coming up in your mind?
 - d. What connections do you see between the various parts of the inventory and needs assessment? How do the concerns raised from the inventory and needs assessment relate to school initiatives?
 - e. What are our recommendations for the highest priority? Are our recommendations doable? Comprehensive?

During the Meeting to Next Steps Based on Priorities Set on the Inventory and Needs Assessment:

The facilitator leads the leadership team to:

1. Review priorities and discuss broad ideas for reaching Response to Intervention goals across the next six years. For instance, what components and indicators will be the focus for each year?
2. Consider in detail what they would like to accomplish in the first year of the Response to Intervention. Questions to consider include:
 - a. What can we accomplish by the end of this year?
 - b. What specific actions can we put in place for the next three months?
 - c. Who will do what by when?
 - d. How will we monitor each implementation step (fidelity of implementation)?

School may want to record year one steps in a table or document that they can review on a regular basis.

After the Meeting

The leadership team will:

1. Regularly meet to discuss/check progress of Response to Intervention implementation steps (recommended to meet at least 1-2 times per month).

2. Update Indiana's RTI Inventory and Needs Assessment at least 2-3 times a year to monitor overall progress.